
PROCEDURES MANUAL

PROFESSIONAL STANDARDS COMMISSION

REVISED 2014



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FOREWORD

The 1972 State legislature established the Professional Standards Commission. This legislative action combined the Professional Practices Commission, established by the State Legislature in 1969, with the Professional Standards Board, an advisory board appointed by the State Board of Education.

The Professional Standards Commission was thereby created in the Department of Education. The Commission consists of 18 constituency members appointed or reappointed for terms of three years. For further detail regarding the establishment and membership of the Professional Standards Commission, see **Idaho Code §33-1252**.

As outlined in this document, the Commission's adopted procedures are designed for use by the Commission to provide direction to make recommendations to the State Board of Education in such areas as teacher education, teacher certification and teaching standards.

For further detail regarding the duties and responsibilities of the Professional Standards Commission, see **Idaho Code §33-1254** and **Idaho Code §33-1258**.

For current activities, reports and recommendations of the Professional Standards Commission, visit the website at:

<http://www.sde.idaho.gov/site/psc/index.htm>

**STATUTORY RESPONSIBILITIES
OF THE
PROFESSIONAL STANDARDS COMMISSION**

- A.** “The Commission shall have the authority to adopt recognized professional codes and standards of ethics, conduct and professional practices which shall be applicable to certificated educators of the state of Idaho, and submit the same to the State Board for its consideration and approval.”

Idaho Code §33-1254

- B.** “The professional standards commission may conduct investigations on any signed allegation of unethical practice of any teacher brought by:
- (a) An individual with a substantial interest in the matter, except a student in an Idaho public school; or
 - (b) A local board of trustees.

The allegation shall state the specific ground or grounds for revocation, suspension or issuance of a letter of reprimand. The Executive Committee of the Professional Standards Commission shall review the circumstances of the case and determine whether probable cause exists to warrant the filing of a complaint and the requesting of a hearing. . . .”

Idaho Code §33-1209

- C.** “The Commission may make recommendations to the State Board of Education in such areas as teacher education, teacher certification and teaching standards, and such recommendations to the State Board of Education or to boards of trustees of school districts as, in its judgment, will promote improvement of professional practices and competence of the teaching profession of this state, it being the intent of this act to continually improve the quality of education in the public schools of this state.”

Idaho Code §33-1258

THE PROFESSIONAL STANDARDS COMMISSION

- A. Name:** Idaho Professional Standards Commission (PSC)
- B. Membership:** According to Idaho Code §33-1252, The Professional Standards Commission (PSC) is hereby created in the Idaho State Department of Education (SDE), consisting of 18 members with representation as follows:
- 1 - member of the staff of the Idaho State Department of Education
 - 1 - member of the staff of the Idaho Division of Professional-Technical Education
 - 7 - certificated classroom teachers in the public school systems of the State of Idaho to include:
 - 1 - teacher of exceptional children
 - 1 - teacher in pupil personnel services
 - 5 - at-large classroom teaching positions
 - 1 - representative of the Idaho School Superintendents Association
 - 1 - representative of the Idaho Association of Secondary School Principals
 - 1 - representative of the Idaho Association of Elementary School Principals
 - 1 - representative of the Idaho School Boards Association
 - 1 - representative of the Idaho Association of Special Education Administrators
 - 1 - representative of the education department of an Idaho private college/university of higher education
 - 2 - representatives of the community colleges and the education departments of the public institutions of higher education
 - 1 - representative of the letters and sciences department of an Idaho state institution of higher education
- C. PSC Appointments:** The State Board of Education appoints members of the PSC. The PSC generally meets five times annually. Other meetings may be called at the discretion of the chair or by the written request of five or more members.
- D. Officers:** There will be a chair and vice-chair elected by the PSC. The PSC chair may appoint a parliamentarian.
- E. Elected Officers:** A Nominations Committee consisting of the outgoing members of the PSC will present a slate of officers to the PSC. The Nominations Committee may also make recommendations to the PSC chair for the chairs of other committees. Nominations may also be made from the floor for PSC members. The PSC, at its final spring meeting, will elect new officers for the following year.

Generally, at the first meeting of the new academic year, an orientation for new members will be conducted, and a parliamentarian may be appointed. At this meeting, the PSC also will review the current working plan and define objectives for the year's activities. The Leadership Team will oversee implementation and systematic revision of the working plan. Any revisions to the working plan or development of future working plans will be recommended by the Leadership Team and will require a two-thirds vote by PSC members present.

F. Standing Committees: The PSC will establish standing committees other than the Leadership Team. The chair of the PSC, working with the PSC administrator, will appoint members and chairs of these standing committees. Materials to committees for consideration must be received two weeks in advance of meetings. The standing committees of the PSC include:

1. Executive Committee
2. Budget Committee
3. Standards Committee
4. Authorizations Committee
5. Professional Development Committee

Refer to **Appendix A:** Committee Organizational Chart

The PSC chair may also establish ad-hoc committees to address short-term needs or special projects.

G. Attendance: By agreeing to serve on the PSC, it is expected that a member will attend both days of all meetings. If a PSC member cannot attend a committee, PSC and/or a scheduled conference call meeting, he/she will need to inform the committee chair, the PSC administrator and/or PSC chair, and his/her constituency group leader.

H. Quorum: A majority of the PSC members will constitute a quorum. If a PSC member is absent from a meeting, a substitute cannot act as a replacement for the member. A representative of the appointee can attend the meeting to provide input but will not be a voting member of the PSC, nor will expenses be reimbursed.

I. Travel Expenses: Reasonable travel expenses related to participation of PSC members at scheduled meetings will be reimbursed within State of Idaho guidelines.
Refer to **Appendix B:** PSC Member Reimbursement Guidelines.

J. Communication: Communication of the PSC's activities is crucial. To guide the actions taken by the PSC and inform constituencies of actions taken, delegates to the PSC are responsible for communication with their sponsoring organizations. PSC members should work with those organizations to determine the best methods for communication. "Talking points" are reviewed and distributed following each regular convening of the PSC, to be used as PSC members draft messages to their sponsoring organizations.

RESPONSIBILITIES OF THE OFFICERS AND COMMITTEES OF THE PROFESSIONAL STANDARDS COMMISSION

A. Duties of the Officers

1. Chair

- a. Presides over all PSC meetings.
- b. Works with the PSC administrator in development of agenda.
- c. Consults with the administrator for appointments of committee chairs/members of committees established by the PSC and monitors progress of committees.
- d. Calls regular and special meetings of PSC.
- e. Presides at meetings of the Leadership Team.
- f. Appoints a chair and members to hearing panels.
- g. Represents the PSC, or designates a representative to represent the PSC, at State Board of Education meetings as deemed necessary for PSC business.
- h. Helps develop a process to report PSC recommendations and decisions to the executive director and/or chief academic officer of the State Board of Education.
- i. Appoints a parliamentarian.
- j. Oversees the training of hearing panel chairs.
- k. Appoints hearing panel members.

2. Vice-Chair

- a. Assumes all duties of the chair in absence of chair.
- b. Serves as a member of the Leadership Team.

3. Parliamentarian

- a. Becomes familiar with Robert's Rules of Order.
- b. Provides advice and renders opinions as needed to the presiding officer at PSC meetings regarding parliamentary procedure.
- c. Reviews drafted motions as needed to provide advice regarding proper format and procedure.
- d. Assures that the business of the PSC is conducted in accordance with Robert's Rules of Order.

B. Duties of the Committee Chairs

1. Work with staff to develop assigned committee work agenda.
2. Work with staff to identify and prioritize assigned committee work.
3. Monitor and maintains assigned committee work plan.
4. Monitor assigned committee budget line item(s) and provides a written budget report as part of the committee report for each PSC meeting.
5. Provide recommendations for yearly budget line item(s), for the fiscal year for which the SDE is budgeting, to the Leadership Team and Budget Committee chair at its final spring meeting, prior to the start of the new fiscal year.
6. Serve as members of the Leadership Team.
7. Provide new members with an orientation of committee operations during the first regularly scheduled committee meeting of each fiscal year.
8. Become familiar with Robert's Rules of Order.

C. Duties of the Committees

1. The Leadership Team:

- a. Meets as called by the chair of the PSC.
 - i. Is chaired by the chair of the PSC or the vice-chair of the PSC.
- b. Membership includes the PSC chair, vice-chair and committee chairs.
- c. Serves as the operations committee for the PSC with responsibilities including:
 - i. Monitoring PSC budgets and finances;
 - ii. Developing, maintaining and monitoring the PSC's Working Plan;
 - iii. Developing, maintaining and monitoring the PSC's communication plan;
 - iv. Assigning PSC work/tasks to committees as appropriate;
 - v. Addressing special projects as needed.

2. The Budget Committee:

- a. Meets as called by the chair of the PSC.
- b. Committee chair appointed by the PSC chair.
- c. Monitors and makes recommended revisions to the annual budget at each PSC meeting.
- d. Develops a yearly budget following the same fiscal year cycle of the SDE for approval to the PSC before the last regularly scheduled PSC meeting of each fiscal year.

3. The Authorizations Committee:

- a. Meets as called by the chair of the PSC.
 - i. Committee chair appointed by the PSC chair.
- b. Serves as the committee to review and make recommendations to the full PSC regarding:
 - i. Approval of alternate authorizations to teach, administrate or provide pupil personnel services;
 - ii. Policies and procedures for alternative authorizations.
- c. Oversees the development and publishing of certification reports as needed.
- d. Develops an annual budget recommendation for approval by the PSC before the last regularly scheduled PSC meeting of each fiscal year.

4. The Executive Committee:

- a. Meets as called by the chair of the PSC.
 - i. Committee chair is either the chair or vice-chair of the PSC.
- b. Serves as the committee for the PSC to determine if there are sufficient grounds to pursue discipline against a certificated educator for alleged unethical conduct.
- c. Reviews, maintains, and revises the Code of Ethics for Idaho Professional Educators as needed.
- d. Develops an annual budget recommendation for approval by the PSC before the last regularly scheduled PSC meeting of each fiscal year.

5. Standards Committee

- a. Meets as called by the chair of the PSC.
 - i. Committee chair appointed by the PSC chair.
- b. Develops recommendations for preservice and inservice educator standards

- for consideration by the State Board of Education.
- c. Develops and/or maintains standards and review processes for teacher preparation programs including:
 - i. Annual review of approximately 20 percent of state teacher preparation program approval standards and endorsements;
 - ii. Team training and on-site review; and,
 - iii. Coordination of national recognition and national program accreditation (NCATE).
 - d. Develops and gives recommendations to the PSC for educator assessment(s) and qualifying scores for consideration by the State Board of Education.
 - e. Develops and gives recommendations to the PSC for educator certificate and endorsement requirements for consideration by the State Board of Education.
 - f. Develops an annual budget recommendation for approval by the PSC before the last regularly scheduled PSC meeting of each fiscal year.
 - g. Presents each recommendation to the full Commission in individual motions for consideration.

5. Professional Development Committee

- a. Meets as called by the chair of PSC.
 - i. Committee chair appointed by the PSC chair.
- b. Develops recommendations for the professional development of certificated educators of the State of Idaho.
- c. Develops an annual budget recommendation for approval by the PSC before the last regularly scheduled PSC meeting of each fiscal year.

D. Duties of PSC Administrator or Designee:

- 1. Oversees the preparation and distribution of the agenda and other supporting materials to members of the PSC prior to each meeting.
- 2. Oversees arrangements needed for all PSC meetings and committee meetings.
- 3. Prepares information requested by the PSC.
- 4. Confers with the State Superintendent of Public Instruction on actions taken or pending regarding the PSC.
- 5. Oversees arrangement with State Superintendent of Public Instruction for placement of PSC business on the State Board of Education agenda.
- 6. Assigns and supervises staff of the PSC to facilitate and support PSC committee work and operations.
- 7. Oversees development and proposal of a budget to the Leadership Team and PSC for approval.
- 8. Oversees administration of the PSC budget.
- 9. Approves PSC expenditures for processing.
- 10. Oversees the scheduling and coordination of program approval on-site visits to Idaho institutions of higher education.
- 11. Works with the chair of the PSC to assign committee chairs/members to committees.
- 12. Oversees the hearing process, including the appointment and training of hearing panel members.
- 13. Works with the chair of the PSC and staff to appoint team members for Idaho teacher preparation program on-site visits.
- 14. Informs the PSC regarding matters dealing with the:

- a. Council for the Accreditation of Educator Preparation (CAEP) and the partnership agreement with Idaho;
 - b. National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Contract (NIC);
 - c. Educational Testing Service (ETS) regarding Praxis II assessments.
- 15. Informs the PSC about relevant developments in the SDE, the legislature, and the State Board of Education.
 - 16. Oversees the training of hearing panel chairs.
 - 17. Oversees the training of the cadre of potential state team members for on-site teacher preparation program reviews.
 - 18. Oversees the implementation of public input hearings.
 - 19. Oversees the development and management of the working plan.

AGENDA FOR PROFESSIONAL STANDARDS COMMISSION MEETINGS

Here is the general agenda for PSC meetings. It is subject to change.

DAY ONE

- A. The first day of a PSC meeting is generally scheduled for committee and subcommittee/ad-hoc committee work, as needed.
- B. Procedures and schedule for the committee workday of the PSC meeting may change to accommodate the workflow of the PSC. Committee workday sessions will be timed with an attempt to avoid scheduling conflicts for members assigned to multiple committees.
- C. **The** full PSC meets for a brief period for introductions, announcements, and communications to do the following:
 - Determine if those in attendance (including PSC members) request the addition of business items that should be assigned to the current or subsequent agendas.
 - Determine if anyone in attendance wishes to speak concerning any agenda item.
 - Review, revise, and approve agenda.
 - Deputy Attorney General presents any orders to the full PSC.

DAY TWO

- A. Order of Business
 - 1. Call to order.
 - 2. Review of action items identified/tracked from preceding meeting.
 - 3. Introductions, announcements, and communications. Determine if those in attendance (including PSC members) request the addition of business items that should be assigned to the current or subsequent agendas. Also determine if anyone in attendance wishes to speak concerning any agenda item.
 - 4. Approval of minutes from preceding PSC meeting.
 - 5. Administrator, committee reports and budget reports.

6. Old business.
 7. New business.
 8. Adjournment.
- B.** The agenda, including committee and subcommittee/ad-hoc committee workday responsibilities, will be:
1. Posted at least five (5) calendar days prior to the meeting.
 2. Sent to the PSC members at least one week prior to the meeting. Individuals and/or organizations wishing to appear before the PSC will make arrangements with the PSC chair or the administrator prior to the mailing of the agenda.
- C.** The PSC administrator will send clarification of agenda items as deemed appropriate.

Refer to **Appendix C: Parliamentary Procedure in PSC Meetings.**

THE PROFESSIONAL STANDARDS COMMISSION BUDGET

- A.** Funding Sources: Certification fees support the PSC. Refer to **Appendix D: Idaho Statute and State Board Rule**
- B.** Fiscal Year: The State fiscal year is from July 1 - June 30.
Budget Development Year: The same fiscal year cycle as the SDE.
- C.** The PSC budget will be developed annually by the Budget Committee on the same fiscal year cycle as the SDE. With input from each of the PSC committee chairs, the PSC chair and the PSC administrator, the Budget Committee will develop and submit the budget for approval to the Leadership Team before April of the current fiscal year. The Leadership Team will submit the budget to the full PSC for approval by the last regularly scheduled meeting of the current fiscal year.
- D.** The PSC administrator oversees the development and management of the budget.
- E.** The PSC recognizes the necessity to compensate SDE staff for the PSC assigned work they are responsible for completing. The PSC Administrator will allocate the SDE PSC staff to carry out the working plan of the PSC. Annually, the Budget Committee will make recommendations to the full PSC regarding the monies needed to compensate SDE staff identified to complete PSC work for the next fiscal year. Compensation used by SDE employees to conduct PSC work shall be subject to positive time recording, index codes and the state auditing procedures.
- Should any additional monies be needed to complete PSC assigned work, funds shall be requested using the Request for Funds Form in **Appendix H** and submitted to the Budget Committee.
- F.** Requests for single expenditures exceeding \$250 must be requested using the Request for Funds Form in **Appendix H** and submitted to the Budget Committee.

- G. Monthly budget reports will be provided by the PSC coordinator to the PSC Budget Committee chair and the Leadership Team.

THE PROFESSIONAL STANDARDS COMMISSION WORKING PLAN

- A. **Work Planning Period:** The Leadership Team will oversee the work planning process and recommend a plan for each five (5)-year cycle.
- B. **Work Plan Year:** The working plan year is from July 1 - June 30 of each year. Informed by committee work, the Leadership Team will review, revise, and recommend approval of the PSC's yearly strategic work plan to the full PSC at the beginning of the work plan year.
- C. Any revisions to the working plan or development of future working plans will be recommended by the Leadership Team and will require a two-thirds vote by PSC members present.
- D. The PSC administrator oversees the development and management of the working plan.

PROCEDURE FOR REVISING AND ADOPTING INITIAL CERTIFICATION STANDARDS AND ENDORSEMENTS

- A. All proposed changes in state certification standards and endorsements will be submitted to the Standards Committee of the PSC. All reviews should be conducted prior to December 1 of each calendar year. All proposed changes should be submitted to the Standards Committee by the first meeting of each calendar year. Exceptions will be considered by SDE and PSC personnel.
- B. A task force of content specialists may be appointed to review and recommend changes to the educator certification standards and submit the proposed revisions to the Standards Committee of the PSC.
- C. The administrator of the PSC will oversee communication to inform constituent groups that a proposed change is under study and request written input. Persons requesting changes may be invited by the chair of the Standards Committee to present information to the committee.
- D. Preliminary recommendations for changes in standards are to be submitted to the Standards Committee for review. Upon approval by the committee, the recommendation will be forwarded to the full PSC for consideration.
- E. The input hearing will:
 - 1. Be conducted by the chair of the PSC or his/her designee and will be recorded. A member of the PSC or a designee will preside at each site. Written testimony will be accepted at the hearings or submitted to the administrator within one month following the hearing.

2. Provide an opportunity for public input.
 3. Be conducted to allow input but not to encourage debate.
 4. Not replace the opportunity for a formal public hearing as provided by the Administrative Procedures Act (APA) process.
 5. Upon approval by the PSC of the proposed standards, the PSC will hold a public input hearing, electronically, at specific locations statewide.
- F. The Standards Committee of the PSC will consider information received at the public input hearing and, if appropriate, revise the proposed standards. The Standards Committee will submit to the full PSC a final proposal for consideration.
- G. In accordance with the Idaho Administrative Procedures Act, the proposed changes approved by the PSC will be forwarded to the State Board of Education for review. As appropriate, decisions made by the State Board will be reviewed for final action by the legislature.

Refer to **Appendix E**: Procedure for Revising and Adopting Certification Procedures and Standards Flowchart

PROCEDURE FOR PROCESSING A WRITTEN COMPLAINT REGARDING THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

- A. According to **Idaho Code §33-1209**, other than a student of an Idaho public school, a signed allegation of ethical misconduct may be initiated by an Idaho local board of trustees or by an individual who has a substantial interest in the matter.
- B. The PSC chief certification officer/PSC administrator may also initiate an allegation if public records indicate a person holding an Idaho credential may have been involved in ethical misconduct.
- C. Upon receipt of a written and signed allegation of ethical misconduct, the PSC administrator, in conjunction with the Deputy Attorney General (DAG) and PSC staff, conducts a review of the allegation using established guidelines to determine the appropriate response:
1. No investigation - The complainant will receive a letter advising them that a case will not be opened.
 2. Open an investigation - The complainant and respondent will be notified in writing and in a timely manner that an investigation will be conducted.
- D. The administrator of the PSC, in conjunction with the DAG may determine if a formal investigation is necessary based on an assessment of the following:
1. The allegation is against a certificated person and there is a signed written complaint;
 2. The complainant has exhausted all local district remedies, including appeal to the building principal, superintendent, and board of trustees;
 3. The district has reported the allegations according to the requirements of

- Idaho Code §33-1208A;
4. The educator has been arrested (NOTE: An investigation may be opened, but not pursued, until such time as law enforcement/county prosecutor determines not to file formal charges or the courts make a final judgment or sentence.);
 5. The allegation is purported abuse of a student (i.e., physical, sexual, verbal, etc.);
 6. A fingerprint/background check reveals crimes in violation of 33-1208; and/or
 7. The NASDTEC (National Association of State Directors of Teacher Education and Certification) Clearinghouse reports that an educator's credential has been revoked, suspended, or denied in another state.
- E. The administrator of the PSC, in conjunction with the DAG and PSC staff, may determine a formal investigation is unnecessary if:
1. District remedies, including provisions of a district grievance procedure, have not been exhausted;
 2. The complaint is a personnel matter, which should be handled by the local district, superintendent and board of trustees;
 3. The complaint involves management style rather than unethical conduct;
 4. There is no written allegation or the complainant wishes to remain anonymous; or,
 5. The allegation is against a non-certificated employee.
- F. The DAG will oversee the investigation. Upon completion of the investigation, the DAG will submit the allegation, plus any additional necessary information, to the Executive Committee of the PSC. It is the responsibility of the Executive Committee to determine if probable cause exists to pursue discipline.
- G. The Executive Committee will consider the allegation(s) and all additional relevant information and determine a course of action in one of the following ways:
1. Postpone making a decision pending the receipt of additional information, including a response from the respondent to the allegation(s).
 2. Determine that there are no sufficient grounds, in which case the DAG or PSC staff will advise the complainant and respondent in writing of such action.
 - A Letter of Concern may be issued as warranted by the Executive Committee.
 3. Determine that probable cause exists to support the allegation(s), at which time the PSC will assume jurisdiction and the DAG will advise the respondent in writing of such action. A written administrative complaint detailing the charge(s) will be sent to the respondent by the DAG, if settlement negotiations are unsuccessful. The written complaint shall be sent by certified mail to the last known address of the respondent.
 4. The respondent has 30 days to respond to the charge(s) in writing and to request a hearing. No response from the respondent in the time stipulated constitutes a basis to proceed on default. According to statute, any request for a hearing shall be submitted to the State Superintendent of Public Instruction, who forwards the request to the chief certification officer/PSC administrator for action. The respondent will be advised in writing regarding the request for hearing.
 5. No PSC member who participated in the determination of probable cause in a

- given case will serve on the hearing panel.
6. Every effort will be made to ensure due process.
- H. Pursuant to Idaho **Code §33-1209**, a hearing will be conducted according to the following guidelines:
1. The chair of the PSC will appoint a panel consisting of a chair, who is a former member of the PSC and has been trained as a hearing panel chair, and two additional educators to hear the charges brought in the administrative complaint, as well as an alternate panel member.
 2. Members of the panel shall not be from the same school district as the respondent to the complaint.
 3. A majority of the panel will hold a similar position of employment or certification as the respondent.
 4. The hearing will be held within the school district in which the respondent teaches, or at such other place deemed most convenient for all parties.
 5. All hearings shall be held to ascertain the truth.
 6. The respondent may appear in person and may be represented by counsel and may procure, examine, and cross-examine witnesses. If he/she chooses to do so, the respondent may submit, for the consideration of the hearing panel, a statement in writing in lieu of oral testimony. Any such statement will be under oath, and the affiant will be subject to cross-examination.
- I. Following consideration of the evidence and all testimony, the hearing panel will determine one of the following:
1. Insufficient grounds exist to establish a violation of the Code of Ethics for Idaho Professional Educators;
 2. A Letter of Reprimand written by the PSC administrator will be placed in the respondent's file;
 3. A respondent's credential will be suspended for a specified amount of time;
 4. A respondent's credential will be revoked; or,
 5. The application for certification will be denied.
 6. Other than a revocation or denial, reasonable conditions may be placed upon the respondent's certificate pending completion of specific requirements.
- J. An appeal of the hearing panel's decision shall be made directly to district court.
- K. The administrative assistant for the PSC administrator will notify the NASDTEC Clearinghouse in a timely manner that a credential has been suspended, revoked, or denied.
- L. At the conclusion of a case, PSC staff will issue a letter to the complainant to advise that the case has been closed and either:
- a. Action was taken and public records are available; or
 - b. Action was not taken.

APPROVAL PROCESS FOR ALTERNATIVE AUTHORIZATIONS

Local school districts, including charter schools or other educational agencies, **may** request approval of an Alternative Authorization for an individual to fill a professional position when he/she does not presently hold an appropriate Idaho educator certificate/endorsement.

1. The Alternative Authorization request shall be made only after a reasonable effort has been made by the district to find a competent, certificated individual to fill the position.
2. The PSC and the State Board of Education stress that the Alternative Authorization should be considered as a means to assist districts with filling professional vacancies, but the Provisional Authorization is for an emergency situation **only** and shall not be relied on as a standard hiring practice.
3. To apply for an Alternative Authorization, the district, including charter schools or other educational agencies, must submit a completed application packet.
4. Only the district, including charter school or other educational agency, to which the authorization was granted may use the authorization. It is non-transferable.

PROCEDURAL STEPS FOR OBTAINING AN ALTERNATIVE AUTHORIZATION

1. The application process for receiving an Alternative Authorization is initiated when a completed application packet is submitted.
2. The individual for whom the application is being requested **must** have at least a bachelor's degree or, for a Content Specialist authorization, the credit equivalent of a bachelor's degree. He/she **must** have a plan to be enrolled in either individual courses required for the certificate/endorsement or a formal program that leads to certification in the assigned area.
3. The request for the authorization must be declared by the local school board and such action included in the minutes of a regular meeting. A copy of the minutes must be included in the application packet or submitted immediately following the next school board meeting.
4. A completed application packet includes (all forms listed below are included in the packet or on the website):
 - a. A **District Request Form for Approval of Alternative Authorization**. It must include the name and qualifications of the person who will be the designated supervisor/mentor/ evaluator of the individual for whom the request is being made. The form **must** be signed by the superintendent and board chair.
 - b. An **Application for Alternative Authorization** (Form B1-A, which **must** be completed by the individual) or **Provisional Authorization – Personal Information** (Form B10, which **must** be completed by the individual).
 - c. A check for the authorization fee;

- d. A **College/University Plan**, if applicable, completed by the individual for whom the request is being made. It must include verification of the individual's planned college/university program leading to certification. The plan must be signed by the appropriate college/university official and must include items such as proof of passing appropriate Praxis II assessments or completing the Idaho Comprehensive Literacy course or assessment;
 - e. The individual's official college/university transcripts;
 - f. Verification of the individual having completed an Idaho background investigation check, as required by Idaho Statute, Section 33-130. If this requirement has not been met at the time of application, a completed fingerprint card and a fee **must** be submitted, and the fingerprint check must be in process prior to the application being reviewed. **The application will receive final approval only after the background check has been successfully completed.**
 - g. The applicant's resume, supporting information, letters of recommendation and/or any other information attesting to the applicant's ability to serve in the position **may** be included.
- 5. The Authorizations Committee may reject incomplete packets or place conditional approval on such packets until all material is received.
 - 6. The Authorizations Committee will review the Alternative Authorization requests and vote on the recommendations. The full Commission will review the committee's final recommendations. The districts and individuals for whom the requests were made will be issued letters attesting to the Professional Standards Commission's decision.

NOTE: No certificate is issued to the individual at this time. A certificate will be issued when all requirements for the certificate or endorsement have been met, and the necessary certification application has been filed.

PROCEDURAL STEPS FOR RENEWING AN ALTERNATIVE AUTHORIZATION

A request to renew an Alternative Authorization **must** include the following:

- 1. A completed Application for Renewal of an Alternative Authorization (Form B1-AR) form and a brief letter from the district requesting renewal of the authorization;
- 2. A non-refundable check for the required fee amount made payable to the State Department of Education;
- 3. Official college/university transcripts to verify that nine (9) semester credits of course work applied toward the desired certificate/endorsement have been successfully completed during the past year. If less than nine hours have been completed, the Authorizations Committee will consider the circumstances based on explanations from the candidate, the local education agency, and/or the college/university;
- 4. If the candidate is in the process of completing a formal degree/certification program (i.e., special education, school administration, school counselor, etc.), a letter from

the college/university stating that satisfactory progress is being made toward program completion may be included.

If applicable, a new fingerprint card shall be included with the application.

TEACHER PREPARATION PROGRAM APPROVAL

Each teacher preparation program in Idaho will undergo a state program approval process that is designed to assure that graduates of that program meet the Idaho standards for beginning teachers and other professional educators, the requirements defined in State Board Rule (08.02.02: Rules Governing Uniformity), and the Council for the Accreditation of Educator Preparation (CAEP) Standards. In most instances, the approval process will coincide with the CAEP process for institutions seeking national accreditation. The institution will be required to pay for all out-of-state expenses related to the program approval process.

A. Purpose of State Approval

Each institution of higher education that prepares teachers and other educators for certification in Idaho must be reviewed by the PSC. The PSC will make a recommendation concerning approval of programs to the State Board of Education for final approval.

B. State Approval Team

The chair of the PSC, in consultation with the PSC administrator, will appoint the chair of the state approval team. The chair of the state approval team, in consultation with the PSC administrator, will appoint members of the state approval team.

C. Team Training

The importance of the state approval process necessitates that all team members be trained to evaluate Idaho teacher preparation programs. The PSC Standards Committee, or designee, in consultation with the PSC administrator, will develop and conduct a training session for team members.

D. Institutional Report (at LEAST one month PRIOR to the visit)

Each institution that prepares educators will develop a self-study institutional report that contains appropriate information relative to the state approval process, including programmatic and performance evidence that demonstrates how state and CAEP standards are met. The institution will provide this report to team members and the SDE, Certification and Professional Standards Division **at least one month prior to the visit**.

E. Document Room

Each institution undergoing a state approval visit will designate a secured space in a convenient location as a document/evidence room or digital site that will be available to both state and CAEP on-site teams. During the on-site visit, arrangements are to be made for the document room to be accessible to team members only.

F. Role of State Approval Team

Team members are responsible for assessing evidence to validate the institutional report provided by the institution.

G. Team Report

The team report will recommend educator preparation programs as Approved, Not Approved, or Conditionally Approved.

H. Institutional Rejoinder (within 30 days AFTER the report is received)

The institution may write a rejoinder to the state approval team report **within 30 days after the report has been received**. The rejoinder will be sent to the PSC administrator, who will distribute it to the appropriate parties.

H. PSC Action (within 120 days of the visit)

The PSC will consider the merits of the state approval team report and any institution rejoinder in determining its recommendation to the State Board of Education. The PSC action will take place **within 120 days of the visit** period, and the PSC will subsequently submit a recommendation to the State Board of Education for consideration.

I. State Board of Education Action

Final approval of the educator preparation program(s) rests with the State Board of Education. Approved teacher preparation programs allow teacher preparation institutions to submit an institutional recommendation for certification of graduates.

The process for Idaho teacher preparation program approval is specifically defined in the **Manual of Instruction for State Approval of Idaho Teacher Preparation Programs** on file at the SDE, Certification/Professional Standards Division.

The standards for evaluating Idaho teacher preparation programs are found in the current **Idaho Standards for Initial Certification of Professional School Personnel** as updated and approved by the State Board of Education. For review purposes, pertinent rubrics accompanying these standards are on file in the office of the SDE, Certification/Professional Standards Division.

These documents are also available for review at the SDE website:

http://www.sde.idaho.gov/site/teacher_certification/accredited.htm

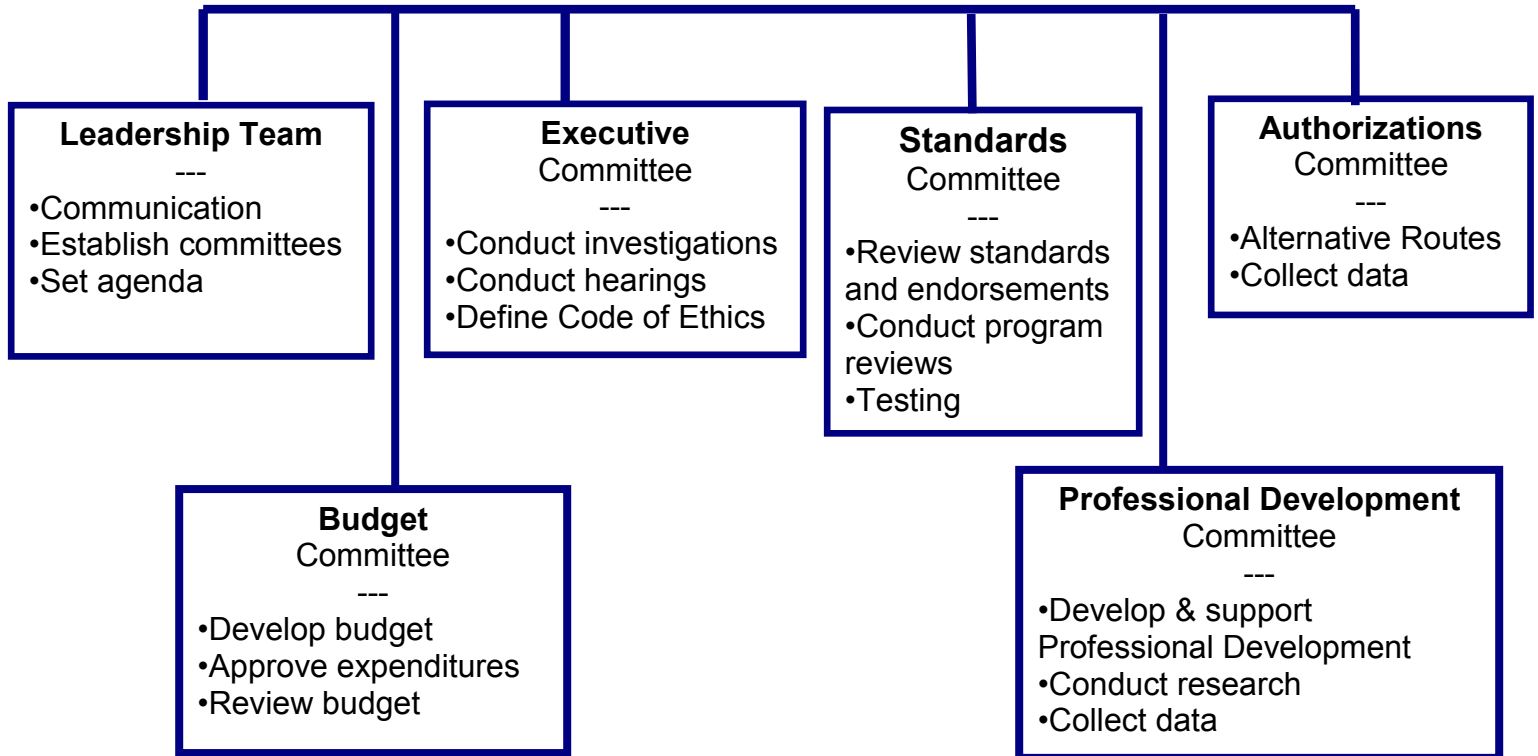
Current CAEP standards can be reviewed on the following CAEP website:

www.CAEPnet.org

See **Appendix G** for additional information regarding PSC Reports and Resources.

Appendix A:

COMMITTEE ORGANIZATIONAL CHART



Appendix B:

PSC MEMBER REIMBURSEMENT GUIDELINES

The PSC reimburses reasonable travel costs associated with participation. The following general guidelines help to ensure that PSC funds are directed to their ultimate goal. Participants are encouraged to use the most cost-effective mode of transportation available given the timeframe, safety of the traveler, baggage being transported, etc. Any variation in excess of the guidelines listed below requires previous approval from the PSC administrator at the SDE.

Mileage: The current state rate is reimbursed for travel in personal vehicles for activities associated with participation (round-trip from your home in Idaho). Mileage to/from a function from a home outside Idaho or from a vacation location is only reimbursable up to the normal cost of mileage from your Idaho home. To use your vehicle, you must have current insurance.

Airfare: Reasonable coach rates will be reimbursed; first class arrangements are reimbursed at the coach rate. Airfare is reimbursed round-trip from the Idaho town in which your home is located. Airfare to/from the meeting from a home outside Idaho or from a vacation location is only reimbursable up to the normal cost of airfare from your Idaho home. Travel should be scheduled in advance to obtain reasonably priced airfares.

Entertainment: Entertainment expenses (e.g., in-room movies, event tickets) are not reimbursable.

Lodging: Reasonable standard business-class rooms are allowed. When lodging in Boise on PSC business, please contact PSC staff at the SDE at least one week in advance of your stay so we can make lodging arrangements for you, in order to direct-bill at government-contract rates.

Meals: Meetings with a schedule lasting at least six hours will have a meal provided. Additional meal expenses (including tips) that are necessary due to travel for the PSC will be reimbursed at the actual cost up to or at the maximum state of Idaho meal allowance listed below. In-state travel per-day meal maximum allowance is \$30.00 for a full day (three meals).

Individual meals are reimbursed as follows (including tips):

- Breakfast: \$7.50 (Depart 7:00 a.m. or before)
- Lunch: \$10.50 (Depart 11:00 a.m. or before; return 2:00 p.m. or after)
- Dinner: \$16.50 (Depart 5:00 p.m. or before; return 7:00 p.m. or after)

Costs associated with snacks, meals, and beverages in-room, in restaurants, or elsewhere are considered part of the daily meal allowance. Costs for alcohol are not reimbursable.

Receipts: Receipts are necessary for all reimbursement items except mileage, tips, and meals within the daily allowances.

Taxi/Rental Car/Other Ground Transportation: Reasonable charges for taxis or other ground transportation are allowable. Rental car costs will not be reimbursed. Taxi service to and from airports or between lodging and meeting areas is reimbursable if no hotel shuttle service is available. Participants are encouraged to use the most cost-effective mode of ground transportation available to facilitate participation.

Telephone/Internet: Telephone, internet accessibility, and related expenses will not be reimbursed, except for an allowance for the PSC Chair's cellular telephone which will be reimbursed up to \$25 per month. If the PSC Chair's cellular telephone bill is less than the \$25 maximum, then the lesser amount will be reimbursed.

Substitute Teacher Costs: Costs for substitute teachers will be reimbursed beginning the sixth (6) day of meeting attendance in accordance with Idaho Code and Idaho Administrative Rule:

Idaho Code §33-1279 RELEASED TIME FOR SERVICE ON STATE COMMITTEES AND PSC.

(1) Each certificated employee of any school district, including specially chartered districts, shall be entitled to and be allowed released time for service on committees and PSCs established by the state of Idaho, or established by the legislature, or established by any of the departments or agencies of the state of Idaho.

Each certificated employee shall be entitled to five (5) such days of released time, and time beyond five (5) days shall be allowed at the discretion of the board of trustees.

(2) No such certificated employee shall lose any salary or other benefits because of such released time for service on any such committee or PSC and shall not be required to make up any released time spent in serving on any such committee or PSC; except that the amount of any honorarium or compensation received for service on committees or PSCs, except actual and necessary expenses, shall be deducted from salary otherwise due such certificated employee.

IDAPA 08.02.01.450 REIMBURSEMENT TO DISTRICTS FOR SUBSTITUTE TEACHER COSTS.

The PSC (PSC) is authorized to reimburse the employing district for a classroom teacher member of the PSC for the costs incurred in the employment of a substitute teacher for a member while the member is engaged in PSC business. Such reimbursement may be made for each instance in which a substitute is employed as a replacement for a member beyond six (6) days during a given school year. Reimbursement may be made upon request by the employing district submitted in a manner determined by the PSC. Reimbursement will be based upon the prevailing rate for substitutes in that district. (Section 33-1279, Idaho Code)

Questions/Reimbursement Forms: If you need assistance regarding reimbursement procedures or guidelines, contact the PSC office: (208) 332-6884.

Appendix C:

PARLIAMENTARY PROCEDURE IN PSC MEETINGS

In order to conduct meetings in a fair and orderly manner, the PSC follows modified parliamentary procedure (conducted while members are seated; the chair can participate in debates and voting). A parliamentarian may be appointed to provide advice and guidance during meetings as needed. This is a general guide for members in the process for motions and amendments, which are the most often-used applications of parliamentary procedure in conducting PSC work.

HANDLING MAIN MOTIONS

- Step 1:** A member addresses the chair.
- Step 2:** The chair recognizes the member.
- Step 3:** The member proposes a main motion.
 - Member states, “I move that...”
 - Member prepares and writes the motion on a “General Meeting Motion Sheet”.
- Step 4:** Another member seconds the main motion.
- Step 5:** The chair states the main motion to the assembly.
 - This step is called “stating the question”.
 - The chair may also state, “Is there any debate?”
 - The main motion is now the “pending question”.
- Step 6:** The assembly debates the main motion.
 - The chair can close debate when there is no further debate; or
 - A member can move to close the debate by calling for the question. The member’s motion to close the debate needs to be seconded and approved by two thirds vote.
- Step 7:** The chair takes a voice vote on the main motion.
- Step 8:** The chair announces the result of the vote on the main motion.
 - A main motion requires a majority affirmative vote to be adopted.

HANDLING AMENDMENTS

- Step 1:** A member addresses the chair.
- Step 2:** The chair recognizes the member.
- Step 3:** The member proposes an amendment.
 - Member states “I move to amend by (adding the words/changing the words to)...”
 - Member writes the amended motion on a “General Meeting Motion Sheet”.
- Step 4:** Another member seconds the amendment.
- Step 5:** The chair states the main motion with the amendment to the assembly.
 - The chair states, “It is moved and seconded to...”
 - The chair may also state, “Is there any debate?”
- Step 6:** The assembly debates the amendment.
- Step 7:** The chair takes a voice vote on the amendment.
 - “The question is on amending the main motion by..., so that, if the amendment is adopted, the motion will read:...”
- Step 8:** The chair announces the result of the vote on the amendment.
 - The motion to amend requires a majority affirmative vote to be adopted.

- If an amendment is NOT adopted, proceed using the original main motion (without the amendment). See Steps 6, 7, and 8 on “Handling Main Motions”.

Step 9: The assembly debates the main motion as amended.

- “The question is on the adoption of the main motion as amended that...”

Step 10: The chair takes a voice vote on the main motion as amended.

- “The question is on the adoption of the main motion as amended that...”

Step 11: The chair announces the result of the vote on the main motion as amended.

- “The motion as amended is adopted (or lost).”

Appendix D:

Idaho Statute and State Board Rule

Idaho Statute

TITLE 33 EDUCATION

CHAPTER 12 TEACHERS

33-1205. CERTIFICATE RECORDS AND FEES. (1) The state board of education shall cause to be maintained a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefore. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement as follows:

- (a) Original certificate, all types, issued for five (5) years\$ 75.00
- (b) Renewal certificate, all types, issued for five (5) years\$ 75.00
- (c) Alternate route certificate, all types, issued for one (1) year\$ 100.00
- (d) Additions or changes during the life of an existing certificate \$ 25.00
- (e) To replace an existing certificate\$ 10.00

(2) The fees specified in subsection (1) of this section shall be in effect through December 31, 2004. On and after January 1, 2005, certificate and related fees shall be as specified by rule of the state board of education.

(3) The fees shall be used by the professional standards commission for payment of the reasonable expenses in performing its duties and responsibilities as approved by the state board of education and not more than thirty-three percent (33%) of the fees may be used by the state department of education to partially defray the cost of the office of certification.

Rules of the Board of Governing Education Chapter 02 08.02.02 – Rules Governing Uniformity

066. FEES. The state department of education shall maintain a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefore. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement as follows: (3-16-04)

- | | | |
|-----|--|-----------|
| 01. | Initial Certificate. All types, issued for five (5) years – seventy-five dollars (\$75) | (3-16-04) |
| 02 | Renewal Certificate. All types, issued for five (5) years – seventy-five dollars (\$75) | (3-16-04) |
| 03. | Alternate Route Authorization. All types, issued for one (1) year – one hundred dollars (\$100) | (3-16-04) |
| 04. | Additions Or Changes During the Life Of An Existing Certificate. Twenty-five dollars (\$25) | (3-16-04) |
| 05. | To Replace An Existing Certificate. Ten dollars (\$10) | (3-16-04) |

Appendix E:

PROCEDURE FOR REVISING AND ADOPTING CERTIFICATION STANDARDS AND ENDORSEMENTS

STAGE 1 – Preparation Period

Timeline: Starting preferably one year in advance

1. PSC committee gathers information about proposed State Board of Education Rule.
2. Committee determines final proposal concerning a proposed board rule and sends proposal to full PSC for approval at regularly scheduled meeting.
3. Full PSC approves or disapproves. If disapproved, send it back to the committee for corrections.
4. Committee makes corrections and makes new proposal to PSC. PSC approves the proposal.
5. PSC holds input hearings via teleconference\video conference. Input is sent to the committee for review.
6. Committee makes corrections and sends the corrected proposal to the PSC.
7. PSC approves corrected proposal and sends it to the State Board for approval.
8. PSC staff takes appropriate paper work to the State Division of Financial Management and Governor's office for approval.

STAGE 2 – Proposed Rule

Timeline: Completion no later than August

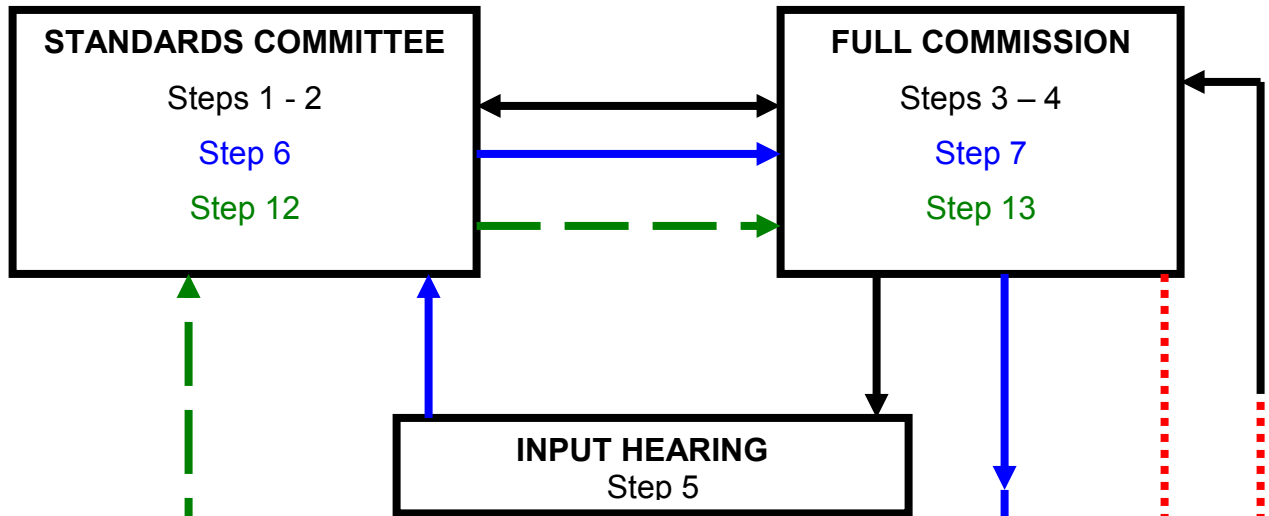
9. Proposed rule is presented at June State Board of Education scheduled meeting.
10. If Board approves the proposed rule, it is published in August.
11. After publishing, there is a period of time for written comments; or, if 25 people, political subdivision or other state agency requests a hearing, a hearing will be held.
12. Input from public hearings or written comments go back to the PSC and the committee.
13. PSC sends back to the Board with an amended proposed rule no later than August.

Timeline: October State Board of Education Meeting

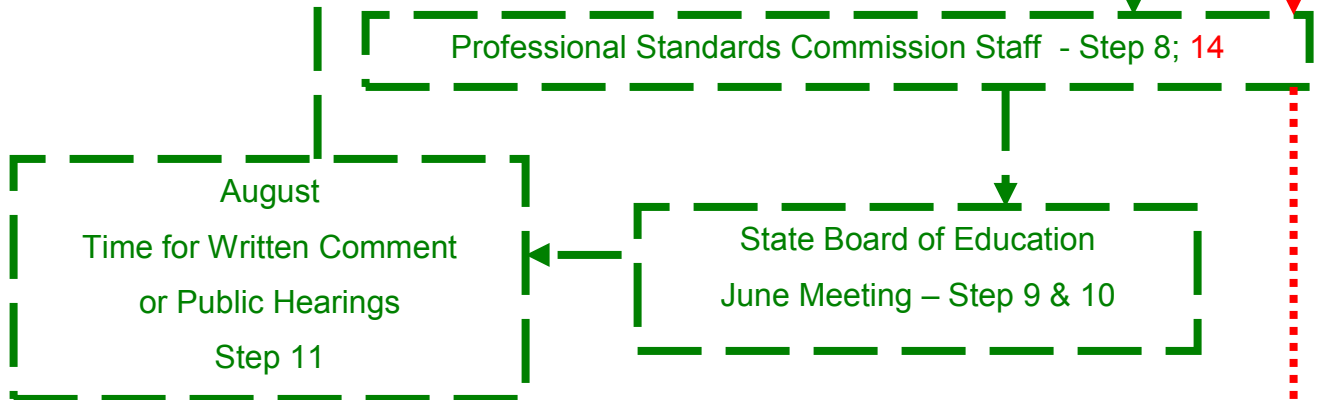
14. PSC staff prepares proposed rule as a pending rule; latest date is the October State Board meeting. Pending rule printed in November.
15. Legislature reviews pending rules. They can approve or disapprove. If one legislative body approves and the other body disapproves, the rule is approved.
16. If approved, the pending rule becomes a Board rule when the legislature adjourns.
17. If legislature disapproves, it goes back to Stage 1 and starts over again.

FLOWCHART FOR REVISING AND ADOPTING CERTIFICATION STANDARDS AND ENDORSEMENTS

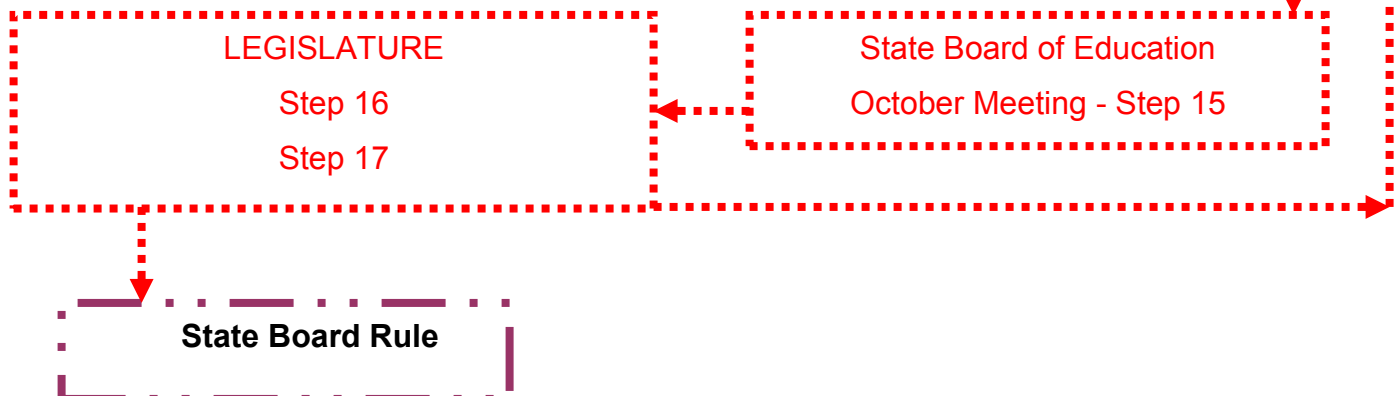
STAGE 1 – Preparation Period - See written narrative for explanation of each step.
Timeline: Starting preferably one year in advance



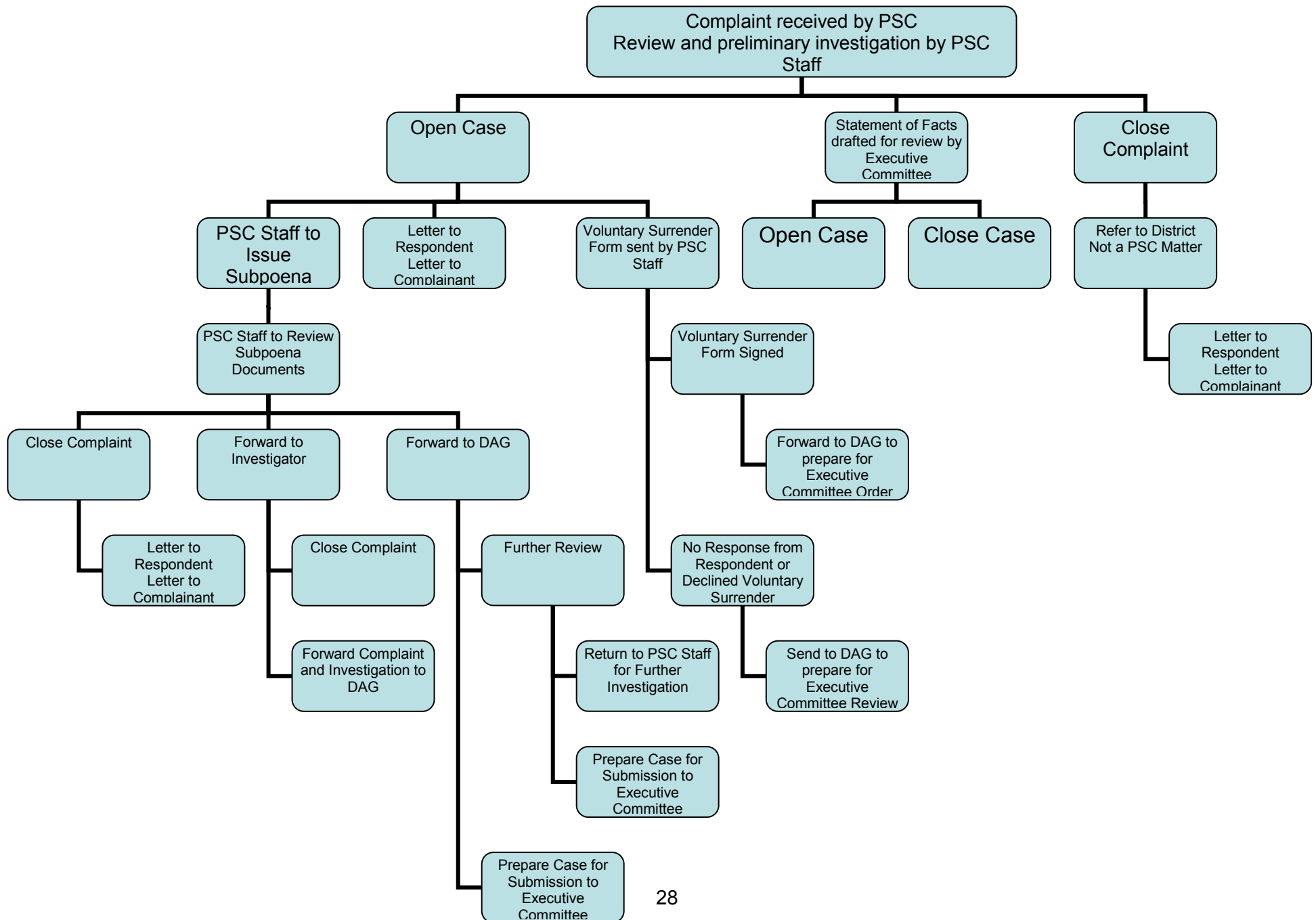
STAGE 2 – Proposed Rule. Timeline: Completion no later than August



STAGE 3 – Pending Rule. Timeline: October State Board of Education Meeting



Appendix F: INVESTIGATIVE FLOWCHART



Appendix G:

PSC REPORTS AND RESOURCES

Current PSC materials, reports, and resources are also available on the SDE website at:

<http://www.sde.idaho.gov/site/psc/index.htm>

Posted material includes:

- PSC meeting schedule and agendas
- Approved PSC meeting minutes
- Standards for Initial Certification of Professional School Personnel (approved standards)
- Draft standards and endorsements open for public comment
- Code of Ethics for Idaho Professional Educators
- Links to Idaho statute related to the PSC and teaching in Idaho
- PSC Procedures Manual
- PSC Working Plan
- Annual Reports

Appendix H:

PSC BUDGET EXPENDITURE REQUEST PROCESS

SPENDING WITHIN APPROVED BUDGET LINE

Individual purchases must be pre-approved, even though the annual budget has been approved by the PSC. If a PSC member or committee would like to expend funds within the approved category, here is the process:

1. PSC member or committee chair emails a request to the PSC Budget coordinator (asschwab@sde.idaho.gov) that includes:
 - A description of the item or service to be purchased;
 - The estimated cost and source of estimate; and
 - The budget category into which the proposed expense falls.
2. Budget coordinator will review the request, including:
 - Ensuring that the appropriate funds are available;
 - Fill out the Request for Funds Form
 - Reviewing the request with the PSC administrator; and
 - Processing any appropriate SDE purchase approvals (including PSC administrator signature).
3. Budget coordinator will email the member/committee chair who made the request when the approval process is complete.

SPENDING NOT APPROVED IN THE CURRENT BUDGET

If a member/committee wishes to incur an expense that has not been included in the approved budget, or in an amount in excess of the approved amount, here is the process:

1. PSC member or committee chair emails a request to Budget coordinator (asschwab@sde.idaho.gov) that includes:
 - A description of the item or service to be purchased;
 - The estimated cost and source of estimate;
 - The request to revise the budget to include this expense, along with justification for the new charge.
2. Budget coordinator will review the request with the PSC administrator (and any other appropriate staff and/or PSC chair).
3. Budget coordinator will prepare a recommendation for the PSC Leadership Team to review (including the line item from which the funds could be moved).
4. The PSC Leadership Team will review the request and staff recommendation, develop a committee recommendation, and then present the request to the PSC for approval.

SPENDING IN URGENT/EMERGENCY SITUATIONS

Every effort will be made to plan and manage spending of PSC funds as outlined in these guidelines. In rare circumstances, decisions must be made in a shorter period of time than these processes will allow. In those circumstances, the PSC

administrator will determine the appropriateness of purchases made on behalf of the PSC, in collaboration with the PSC and Budget Committee chairs when possible. Urgent/Emergency spending will be conducted within State guidelines and will be summarized and presented to the Leadership Team and PSC at the next scheduled meeting.

NOTE: Do not make any purchase (or commit any funds) until you have received notification in writing from the Budget coordinator that the purchase has been approved. The State has very specific processes through which we can make purchases.

Request for Funds Form

Date of Request _____

Name of Person Requesting Funds _____

Amount Requested _____

Reason for Request _____

Description of how the expenditure relates to the working plan

This section for authorized use only ~

Reviewed by _____ Date request reviewed _____

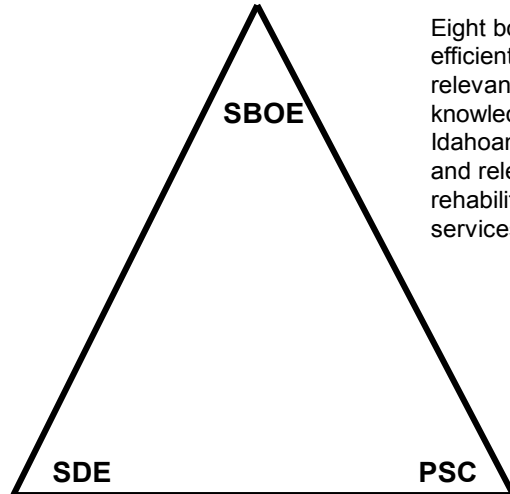
Approved / Not Approved
(circle the one that applies) Date approved _____

Reason for non-approval _____

Appendix I:

Triangle of Relationship

Idaho State Board of Education



Eight board members committed to efficiently providing access to a quality and relevant education by improving the knowledge, skills and opportunities of all Idahoans by delivering quality, accessible and relevant education, training, rehabilitation and information/research services.

Idaho State Department of Education

The Idaho SDOE is determined to create a customer-driven education system that meets the needs of every student and prepares them to live, work and succeed in the 21st century. This will be accomplished by raising student achievement and by providing school districts with the timely, helpful assistance needed to raise Idaho's student achievement.

Professional Standards Commission

Established in 1972 as an advisory group to the State Board of Education, the 18 member PSC makes recommendations to the State Board of Education in the areas of teacher standards, ethical educators, certification, professional development, and higher education teacher preparation programs.